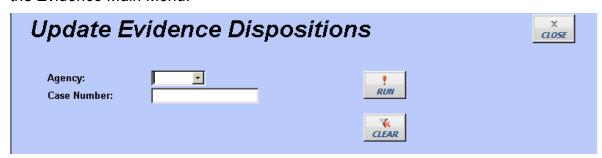
## **EV RELEASE Outside Agency Evidence Release**

## A. SCOPE

A.1 The Washoe County Sheriff's Office Forensic Science Division provides service for many law enforcement agencies; therefore, the Evidence Section must receive and release evidence to agencies external to the Washoe County Sheriff's Office. The *Update Evidence Dispo* function is used for many purposes including the release of evidence items back to the originating submitting agency.

## **B. PROCEDURES**

B.1 To release evidence for outside agencies (non-WCSO), select *Update Evidence Dispo* from the *Evidence Main Menu*.



- B.2 Enter Agency code.
- B.3 Enter Case Number.
- B.4 Select the *RUN* icon.



- B.5 In the *Name* field, enter the name of the person who authorized the release (usually the last Division staff member to sign the chain of custody).
- B.6 Enter the disposition code *16*, in the last field on the right of the control number you wish to dispo.
  - B.6.1 Note: You may enter the dispo code for multiple items with the same case number, look on the list for the control number that matches the evidence item to be released.
- B.7 Close the screen by selecting the *Door* icon.
- B.8 The release / receipt will print.

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- B.9 Sign with commission number on the *Released By* space.
- B.10 Have the person receiving the items sign the release / receipt in the Received By space.
- B.11 For items being mailed to the submitting agency see the procedure **EV RELEASE Mailing** Evidence.
- B.12 Place the signed sheets into the Forensic Science Division filing bin.

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